**COURSEWARE PACKAGE EVALUATION**

Dear Reviewer:

Thank you for agreeing to provide input on the courseware presented. You are the experts and your responses are key to choosing a new package to replace the current system.

**Instructions**: The evaluation criteria are broken down by topics which appear in **bold** at the top of each numbered grouping. The first category or criterion listed here is **Curriculum/Content**. Each criterion is followed by a set of questions. Please give your rating to each question in the appropriate column following the question. Ratings for questions are (4) excellent, (3) good, (2) fair, (1) poor, or (0) not at all.

In the space provided please make specific comments about that particular component of the package.

**For each category**, please give an *overall rating* of (4) excellent, (3) good, (2) fair, (1) poor, or (0) not at all.

**Note:** For this particular evaluation, ***N/A*** is defined as ***not applicable to my area.***

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| --- | --- | --- | --- | --- |
| **Curriculum/Content Rating N/A** | | | | |
|  | Does the content align with your educational goal or need? | |  |  |
|  | Is the content culturally diverse? | |  |  |
|  | Is the information accurate, complete and current? | |  |  |
|  | Is the content rigorous and relevant? | |  |  |
|  | Is the readability of the content at an independent reading level? | |  |  |
|  | Does the courseware match the interests and level of the intended audience? | |  |  |
|  | Is the information presented in a developmentally appropriate and logical way? | |  |  |
|  | Are objectives clearly stated? | |  |  |
|  | Are content and assessments appropriate for objectives? | |  |  |
|  | Are support materials such as study guides, review activities, etc. incorporated to afford scaffolding for students? | |  |  |
|  | Are national and state standards accessible within the product and easily linked to the lessons? | |  |  |
|  | Does the content of the product align with our district curriculum guides? | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses* | | |
| Overall Rating for **Curriculum/Content**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

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| **Additional Resources Needed Rating N/A** | | | | |
|  | Are supplementary materials for enrichment and remedial activities provided? | |  |  |
|  | Are ancillary texts required? | |  |  |
| *Strengths* | | *Weaknesses* | | |
| **Comments** | | | | |
| Overall Rating for **Additional Resources Needed**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

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| **Assessment Rating N/A** | | | | |
|  | Are the assessments aligned with objectives? | |  |  |
|  | Are the assessments challenging, appropriate, and suited to learning goals? | |  |  |
|  | Do assessments reflect different levels of Bloom’s taxonomy? | |  |  |
|  | Can teachers easily assess students’ progress by evaluating the outcomes provided within the product? | |  |  |
|  | Are assessments varied? | |  |  |
|  | Is there a test bank that automatically provides a new test for each re-take? | |  |  |
|  | Are the directions clear and complete enough for students to know what the assessments are asking? | |  |  |
|  | Can assessments be proctored if desired? | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses* | | |
| Overall Rating for **Assessment**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

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| **Courseware Management Rating N/A** | | | | |
|  | Is management system intuitive? | |  |  |
|  | Is the management system user friendly? | |  |  |
|  | Is there an online grade book? | |  |  |
|  | Is it easy to run student reports? | |  |  |
|  | Are there a variety of reports available? | |  |  |
|  | Is there an auto notification feature for parents? | |  |  |
|  | Is it easy to register and enroll students? | |  |  |
|  | Can students’ information and completed coursework be transferred from school to school? | |  |  |
|  | Can courseware content be modified to meet state standards and/or district requirements? | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses* | | |
| Overall Rating for **Courseware Management**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

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| **Engagement/Interactivity Rating N/A** | | | | |
|  | Does the courseware always require learners to become actively engaged in order to learn? | |  |  |
|  | Does it keenly motivate the learner to continue learning to master additional concepts? | |  |  |
|  | Does the courseware accommodate unique learning styles and various ability levels? | |  |  |
|  | Do the text and documents appropriately use multimedia enhancements to make learning interactive? | |  |  |
|  | Is appropriate feedback provided throughout the instruction? | |  |  |
|  | Is feedback varied? | |  |  |
|  | Is feedback relevant to student responses? | |  |  |
|  | Can students view their own grades/reports to track their progress? | |  |  |
|  | Do all the links work properly? | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses* | | |
| Overall Rating for **Engagement/Interactivity**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

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| **Visual Design Rating N/A** | | | | |
|  | Are the pages visually appealing using balance, proximity, white space, and color? | |  |  |
|  | Is the text legible? | |  |  |
|  | Is the layout logical? | |  |  |
|  | Is the layout consistent on all pages? | |  |  |
|  | Is it easy to navigate through the information to find necessary features? | |  |  |
|  | Can learners find what they always need? | |  |  |
|  | Does the courseware offer help at any stage? | |  |  |
|  | Is there an overview or site map available? | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses* | | |
| Overall Rating for **Visual Design**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

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| **Vendor Responsiveness Rating N/A** | | | | |
|  | Does the vendor allow access to preview all courseware? | |  |  |
|  | Will the vendor participate in a pilot program? | |  |  |
|  | Does the vendor encourage and utilize customer feedback? | |  |  |
|  | Is online help available? | |  |  |
|  | Are the “help” options, including live help, readily available? | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses* | | |
| Overall Rating for **Vendor Responsiveness**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

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| **Training Rating N/A** | | | | |
|  | Does the vendor offer comprehensive training? | |  |  |
|  | Does the training fit the teachers’ schedules? | |  |  |
|  | Does the training prepare the teachers to begin using the courseware in their classes? | |  |  |
|  | Is the time it takes to train teachers reasonable? | |  |  |
|  | Is the training for each content area reasonable? | |  |  |
|  | Will teachers enroll their own students? | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses*  . | | |
| Overall Rating for **Training**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |

***This criterion is the responsibility of MIS.***

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| **MIS/Technology and Customer Service Rating N/A** | | | | |
|  | Are clear and complete directions available for access or installation? | |  |  |
| **61.** | Can the courseware be easily installed with the school’s current retrofitting? | |  |  |
| **62.** | Can data be batch uploaded? | |  |  |
| **63.** | Does the courseware work with most common browsers? | |  |  |
| **64.** | Are there various ways to receive technical support? | |  |  |
| **65.** | Is the courseware company’s representative knowledgeable about the product? | |  |  |
| **66.** | Is the company easy to work with? | |  |  |
| **67.** | Is the company’s representative easily accessible? | |  |  |
| **68.** | Is the company flexible to meet district needs? | |  |  |
| **69.** | Does company provide specialists for support? | |  |  |
| **70.** | Other points to be developed by MIS | |  |  |
| **Comments** | | | | |
| *Strengths* | | *Weaknesses* | | |
| Overall Rating for **Technology** **and** **Customer Service**  4 = Excellent  3 = Good  2 = Fair  1 = Poor  0 = Not at all | | | | |